

# LIBRARY

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 37-3-1

PODRM-B

Regulation  
No. 37-3-1

7 November 1986

## Financial Administration EXECUTION, CONTROL AND FUNDING OF MILITARY REIMBURSABLE WORK

This regulation furnishes guidance in the use of reimbursable orders covering performance of work financed by annual/multi-year appropriations and non-appropriated funds.

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CHAPTER 1

EXECUTION, CONTROL AND FUNDING OF MILITARY REIMBURSABLE WORK

GENERAL

1-1. PURPOSE. To establish uniform procedures and guidance on funding and managing reimbursable work or services received within the Pacific Ocean Division.

1-2. APPLICABILITY. The provisions of this regulation apply to all operating elements of the Pacific Ocean Division. Supplemental instructions issued by the Far East Engineer District and Japan Engineer District will be forwarded to PODRM-B prior to publication.

1-3. REFERENCES. The Army Regulations, Engineering Regulations, Circulars, and messages referred to in this Pacific Ocean Division Regulation (PODR) are subject to change and supersession. Current publications will be followed in all cases.

1-4. POLICY AND ACTION. This PODR will be adopted and followed by all concerned. If the prescribed procedures generate operating problems, they will be defined and submitted to POD Budget Branch for evaluation and action.

## CHAPTER 2

REIMBURSABLE PROGRAM

2-1. GENERAL. The military reimbursable projects performed and administered by the US Army Engineer Division, Pacific Ocean are financed from other USACE activities, Army, Navy, Air Force, DOD, and Non-Appropriated Fund Instrumentalities. These funds are provided by means of reimbursable orders (i.e., Intra-Army Orders for Reimbursable Services (DA Form 2544), Military Interdepartmental Purchase Request or MIPR (DD Form 448), Request for Contractual Procurement (NAVCOMPT Form 2276), Order for Work and Services (NAVCOMPT Form 2275), and by a Funds Certification Letter for Contracts/Check for inhouse costs on Non-Appropriated Fund Projects.

## 2-2. POLICY.

## a. Economy Act Orders.

(1) Most of the reimbursable work performed by the Corps for DOD components and other Government agencies is based on the Statutory Authority contained in Section 601 of the Economy Act of 30 June 1932 (47 Stat. 417; 31 USC 1535). When funds cited by other agencies are annual appropriations, this act prohibits the use of prior year funds in a subsequent year to pay for labor, travel, and other services by Government Forces in completing reimbursable work orders. Annual funds not obligated by USAEDPO by 30 September are lost to the ordering activity. The Corps must then obtain current fiscal year funds for Government costs required to complete the work. However, when funds cited by the ordering activity are multi-year appropriations, prior year funds may be used in a subsequent year to pay for Government costs, contracts, and modifications. Another mandated requirement is the general rule of funding contract modifications. That is, the original funds cited in a contract must be used to fund in-scope contract modifications, and current year funds for out-of-scope changes.

(2) IAOS/MIPRs may be accepted when the end product or service is to be accomplished by in-house and/or contract, provided the in-house service will be performed and/or the contract will be awarded prior to the end of the fiscal year in which the appropriation cited expires for obligation.

## b. Project Orders.

(1) The use of Project Orders under certain circumstances is authorized by Act, 5 June 1920, as amended (41 USC 23); 10 USC 2202, 2206, and 2208; and implemented by DOD Directive 7220.1. Project Orders are limited to certain purposes, and provisions of AR 37-41 must be satisfied to permit their acceptance (see Appendix C). Project Orders are obligated by the ordering activity in the amount stated on the order, when accepted by the performing activity. The difference between Economy Act Orders and Project Orders is that once Project Orders are accepted, services must be performed in-house and annual funds are not lost at year end.

(2) In general, USAEDPO is prohibited from accepting Project Orders, however, OCE has agreed to consider exceptions on a case-by-case basis. Under this procedure, USAEDPO has been authorized to accept Project Orders for:

(a) Criteria books for the Government of Japan Relocation Construction Program,

(b) Water Wells in Korea, and

(c) In-house preparation of criteria books for Government of Korea Design Projects.

c. Orders Required by Law to be placed with a Government Agency. Under the provisions of 31 USC 1501 and 10 USC 2682, the fiscal year appropriation financing these actions would not have to be deobligated at the end of the fiscal year as is the case with Economy Act Orders. Funding from agencies such as DODDS, DLA, TSA and DCA will be accepted under these provisions and funds may be used for work to be accomplished by a private contractor, and for in-house efforts to be performed by POD. Orders from Army, Navy and Air Force Commands or activities will continue to be obligated under provisions of the Economy Act.

d. Non-Appropriated Funds.

(1) Reimbursements from Nongovernmental Sources. Orders from Foreign Governments and International Organizations will be authorized and recognized only to the extent that cash advances have been received.

(2) Exceptions under which cash advances are not required, but preferred include:

(a) Emergency type support provided to State and Local Governments.

(b) Support provided to individuals, and

(c) Support provided to Non-Appropriated Fund Instrumentalities.

## CHAPTER 3

FINANCIAL MANAGEMENT

## 3-1. POLICY.

a. Method of Financing. Funding for reimbursable work/services is achieved by the performing activity (USAEDPO) financing from its funds the accomplishment of the order, subject to reimbursement from funds of the ordering activity.

(1) Contracts. Construction and E&D contracts obligated prior to expiration of the source appropriation may extend into the following fiscal year for completion.

(a) Termination of Contracts. When the performance period of a contract extends beyond the expiration of the period of availability for obligation of a fiscal year appropriation, and when it becomes necessary to terminate the contract due to default by the contractor, the appropriation obligated under the original contract will be available for the purpose of entering into a new contract to complete the terms of the original contract, provided a need for the work, supplies, or services contracted for, existed at the time of execution of the original contract and that it continued to exist up to the time of execution of the replacement contract. If additional funds are needed and prior year funds are not available at Department of the Army, current year funds will be used.

(b) Contracts funded by annual appropriations. When a contract is awarded, it must include a citation of the appropriation(s) which is to be obligated. Once obligated, no new appropriation may be added to the contract except by supplemental agreement covering new work outside the basic contract scope. Therefore, changes within the general scope of the basic contract must be funded from the same annual appropriation from which the basic contract was awarded.

(c) Contracts funded by multi-year appropriations. The policy for contracts funded by annual appropriations apply, except that changes covering new work outside the basic contract scope may be funded by the same annual appropriation from which the basic contract was awarded as long as funds are still available for obligation.

(2) In-house Costs. In-house services must be funded from current year appropriations. Accordingly, for contracts obligated prior to expiration of source funds and expected to be completed in the following fiscal year, the funds request letter to our customers must address the need to receive funds for in-house costs in the ensuing fiscal year.

b. Finance and Accounting. Finance and Accounting for reimbursable work will be in accordance with ER 37-345-10 for DoD-funded activities. Non-DoD funded national defense activities will in most cases be classified as military reimbursable projects for the purpose of financial management.

c. Management.

(1) Contingency Funds. Prior to fiscal year end, expiring funds must be reduced to the actual obligations incurred, and any unobligated funds returned to the ordering activity.

(2) Frequent monitoring of unobligated balances/commitments should be performed jointly by the responsible technical office and RMO throughout the fiscal year to identify excess funds for return to customers.

3-2. RESPONSIBILITY. Financial control and management of reimbursable work orders is the responsibility of all technical and supportive elements concerned with reimbursable projects. Controls should be established to preclude improper obligations, exceeding funding authority, proceeding with work prior to certification of funds by the Resource Management Office, and violation of statutory limitations.

a. The Budget Branch, RMO, in conjunction with Engineering Division, Construction-Operations Division and Area/Resident Engineers have primary responsibility for program management and funds control during execution of projects. Management responsibilities include review of new work orders prior to acceptance to insure the description of services is clear and accurate, funds provided properly reflect the type of services to be performed, and that the amount provided allows for all factors that may be reasonably expected to influence project costs through the anticipated period of construction.

b. The distinct duties and responsibilities defined for each of the following offices will be exercised to ensure compliance with policies and procedures established herein:

(1) Technical Personnel. Technical personnel are responsible for proper classification and documentation of the scope of modifications on all change orders.

(2) Resource Management. Resource management personnel are responsible for determining the type and fiscal year funds required, prior to requesting and/or accepting reimbursable orders. All reimbursable orders received in USAEDPO will be accepted by the Budget Officer. The acceptance of the order represents a firm agreement between the two agencies that the work or service described in the order will be furnished on a direct-cite and/or reimbursable basis.

(3) Office of Counsel. All proposed modification work which is classified by technical personnel as being out of scope will be reviewed by Office of Counsel as to the propriety of the classification, prior to requesting funds. The results of this review will be documented. In addition, if there is any question as to the propriety of classifying work as in scope, the question will be submitted to Office of Counsel for resolution.

(4) Contracting Division. Contracting personnel are responsible for determining that all required documents pertaining to decisions made on modifications to contracts are included in both the official contract files, and contract files in the Finance and Accounting Operations Center, Examination Section. Furthermore, Contracting personnel must insure that these documents fully support the decisions regarding the issues involved.

## CHAPTER 4

REQUESTING FUNDS

4-1. RESPONSIBILITY. New or Additional Funds. The appropriate technical office will request funds in writing and furnish a copy of all such correspondence to the Budget Branch who will at that time determine that proper funds are requested. If there is a question as to propriety of funds, Budget Branch will coordinate with the proper technical element and, if necessary, the ordering activity to notify them of the situation. Letters requesting funds for a modification action that is initially classified as beyond the scope of the basic contract require a documented legal review to determine proper classification, and will be routed thru the Office of Counsel.

## 4-2. PROCEDURE.

a. The funds request letter will include, as appropriate, the following information:

- (1) A description of the specific work or services ordered,
- (2) A firm estimate of the cost of the work or services to be performed,
- (3) The type of funds required for the project, and
- (4) A request for the approved Work Order Request (i.e., Facilities Engineer Work Request, Job Order Request).
- (5) If a contract modification is involved, the request will state whether the work is classified as either in or out of contract scope.

b. If there is a difference in opinion by either the Budget Branch or the using agency on the type of funds being requested, a legal review will be performed by the Office of Counsel.

## CHAPTER 5

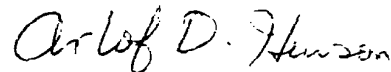
EXCESS FUNDS

5-1. RESPONSIBILITY. After contract award, the funds control office will prepare an amended IAQ/MIPR to return excess funds to the ordering activity. For Engineering & Design work, the responsibility is with Engineering Division and for work relatable to construction, the responsibility is with Construction Division.

## 5-2. PROCEDURE.

a. Ongoing projects. Under authority prescribed by USAFAC (ref DACA-FAP 101640Z Jul 85, subject: Reimbursable Orders) excess funds will be returned using the unilateral procedures detailed at Appendix B.

b. Completed projects. Upon completion of a line item and after coordinating with the POD staff or field office (to verify: final payment to contractor, deficiencies corrected, GFM/GFS items completed, etc.), the technical office will prepare a CWE Completion Report (POD Form 233/234) and forward it to PODRM-FM, who will record the final cost on that document. PODRM-FM will then forward a final bill to the ordering activity which also serves as notification to automatically revoke excess funds.



ARLOF D. HEWSON  
Chief, Information Management Office

DISTRIBUTION: (List 86-1)  
B, C



REFERENCES

AR 37-20, Administrative Control of Appropriated Funds

AR 37-21, Establishing and Recording of Commitments and Obligations

AR 37-27, Accounting Policy and Procedure for Intragovernment, Intradefense, and Intra-Army Transactions

AR 37-41, Regulations Governing the Use of Project Orders

AR 37-108, General Accounting and Reporting for Finance and Accounting Offices

ER 37-3-7, Budgeting & Funding for Military Functions Appropriations

ER 37-345-10, Accounting and Reporting - Military Activities

ER 1140-1-1, Support for Others: Reimbursable Work

DAEN-RMZ-B 1st Ind, 8 Dec 77 to PODDC-F Letter 11 Nov 77, Subject: Use of Project Orders for Criteria Books for the Government of Japan

DAEN-RMZ-B 1st Ind, 8 Dec 77 to PODDC-F Letter, 30 Nov 77, Subject: Acceptance of Project Orders for Water Wells in Korea

DAEN-RMF-A Letter, 24 Oct 80, Subject: Obligation of Funds Under Defense Logistics Agency, Military Interdepartmental Procurement Requests

DAEN-RMZ-B Letter, 30 Oct 80, Subject: Citation of Fiscal Year Limited Appropriations on Contracts

DAEN-MPC-I Letter, 20 Oct 81, Subject: Support of the Army Non-Appropriated Fund Construction Program, Memorandum of Understanding

DAEN-RMF-AQ Letter, 15 Jul 86, Subject: Clarification of Guidance

PODRM-B DF, 20 Nov 85/PODRM-B Letter, 3 Dec 85, Subject: Revised Procedures on Returning Excess Funds on Reimbursable Orders

GUIDELINES ON RETURNING EXCESS FUNDS TO CUSTOMERS

I. FOR ONGOING PROJECTS

A. Letters to ordering activity notifying them of excess funds are no longer required. Instead, the responsible Division/District technical office will prepare the IAO/MIPR returning excess funds.

B. Technical elements will initiate the IAO/MIPR, which will include the following information: (see sample at Exhibit 1)

o For Intra-Army Orders (IAO), DA Form 2544

(1) Blocks 1, 2, 4 and 5 will contain basic information from the original order/subsequent changes.

(2) Block 3 will reflect the applicable change order number and current date.

(3) Block 6 will indicate:

- a. Brief Project Description
- b. Technical Point-of-Contact
- c. ADP Workcode
- d. Reason for returning funds

(4) Block 7 will reflect the date, name and title, and signature of responsible individual making determination that the order was completed or that funds can now be excessed (e.g., Project Engineer; Chief, Office Engineering Section, Construction Service Branch). The date will be the same as that in block 3b.

(5) Block 8a will reflect the customer's accounting classification, as shown on the original order or latest change.

(6) Block 8b will indicate funds authorized to date.

(7) Block 8c will indicate amount of funds not required in blank after "decrease amount"; and the revised total for the order.

(8) Block 10. Leave blank.

(9) Block 11 will reflect the appropriate signature block of the F&AO:

Example: For PODO ROBERT J. CORACE  
Finance & Accounting Officer, USAEDPO

7 Nov 86

- o For Acceptance of Military Interdepartmental Purchase Request, DD Form 448-2 (Note that Request for MIPR, DD 448 is not required.)

(1) Blocks 1 and 2. Same info from the Basic MIPR

(2) Block 3. Next amendment number

(3) Block 4. Current date

(4) Block 5. Amount of decrease

(5) Block 6. Check block 6a.

(6) Block 7. Leave blank

(7) Blocks 8a-8c will include at the minimum, the following information:

(a) Brief project description

(b) POD technical point-of-contact

(c) Reason for returning funds

(d) Name, title, signature of responsible individual determining that the order was completed or that funds can now be excessed

(e) Recap of funds authorized (funds auth to date, amount this action, revised amount)

(8) Block 8d. Show the amount of decrease

(9) Blocks 9 and 10. Leave blank

(10) Block 11. Show the revised funding amount

(11) Block 12. Check block 12b and enter the amount being returned

(12) Block 13. Type in the POD Acceptance Number and the ADP Workcode (F-level). Also include the statement "An Amendment to DD Form 448 is not required."

(13) Block 14 will reflect the following:

US Army Engineer Division, Pacific Ocean  
Finance & Accounting Operations Cen, RMO  
Fort Shafter, Hawaii 96858-5440

(14) Block 15 will reflect: (For POD) ROBERT J. CORACE  
Finance & Accounting Officer  
USAEDPO

C. The IAO/MIPR will be attached to the appropriate CWE change, as applicable, and sent to PODRM-B/PODRM-FM for verification of data and fund availability.

D. PODRM-B will verify information on HED change orders and distribute copies to appropriate offices. The original of the change order will be forwarded to the ordering activity and will be used by them to deobligate their funds. A copy of the change order will be recorded by PODRM-FM to reduce funds available.

E. For FED/JED:

(1) Before the excess funds IAO/MIPR change is signed by the FAO in each District, POFRM/POJFM will notify PODRM-FM via ONTYME. The following information should be included in the message:

- (a) IAO/MIPR No.
- (b) Acceptance Code (ADP workcode)
- (c) Funds Authorized to Date
- (d) Amount of Withdrawal
- (e) New Balance

(f) Date excess funds IAO/MIPR change will be signed by District tech element.

(2) Upon receipt of PODRM-FM confirming ONTYME message, the IAO/MIPR will be signed and forwarded to the appropriate ordering agency.

(3) Subsequently, the appropriate documents (signed IAO/MIPR; CWE) will be forwarded to PODRM-FM.

II. FOR COMPLETED PROJECTS

Based on final CWE, PODRM-FM will notify the ordering activity of excess funds on completed HED projects (See Exhibit 2 for Final Billing form letter presently used by PODRM-FM to return excess funds.)

<b>INTRA- ARMY ORDER FOR REIMBURSABLE SERVICES</b>  For use of this form, see AR 37-108 and AR 37-110; the proponent agency is USAFAC.	1. RECEIVING OFFICE CONTROL NUMBER  RA6266\$, C1		2. ORDER <table style="width: 100%;"> <tr> <td style="width: 50%;">a. NUMBER</td> <td style="width: 50%;">b. DATE</td> </tr> <tr> <td>DFE-IAO-86-2074</td> <td>05 Dec 85</td> </tr> </table>		a. NUMBER	b. DATE	DFE-IAO-86-2074	05 Dec 85	
	a. NUMBER	b. DATE							
	DFE-IAO-86-2074	05 Dec 85							
<table style="width: 100%;"> <tr> <td style="width: 50%;"> <input type="checkbox"/> FUNDED           </td> <td style="width: 50%;"> <input checked="" type="checkbox"/> AUTOMATIC           </td> </tr> </table>		<input type="checkbox"/> FUNDED	<input checked="" type="checkbox"/> AUTOMATIC	3. CHANGE ORDER <table style="width: 100%;"> <tr> <td style="width: 50%;">a. NUMBER</td> <td style="width: 50%;">b. DATE</td> </tr> <tr> <td>1</td> <td>5 Aug 86</td> </tr> </table>		a. NUMBER	b. DATE	1	5 Aug 86
<input type="checkbox"/> FUNDED	<input checked="" type="checkbox"/> AUTOMATIC								
a. NUMBER	b. DATE								
1	5 Aug 86								
ORDERED BY (Command, Installation or Activity) ADDRESS (Include zip code), AND AUTOVON NUMBER  Directorate of Facilities Engineering ATTN: APZV-FER-B Ft. Shafter, HI 96858-5000		TO BE PERFORMED BY (Command, Installation or Activity) ADDRESS (Include zip code), AND AUTOVON NUMBER  Commander, USA Engineer Division, Pacific Ocean, ATTN: PODCO-CE Bldg 230, Ft. Shafter, HI 96858-5440							

6. DESCRIPTION OF SERVICES TO BE PERFORMED  
 1. PROJECT DESCRIPTION: CONTRACT NO. DACA83-85-C-0139  
     FY85 AWP PRIO #376, JOR CV01026-5J  
     FY85 OMA Pkg A-72, Repair Electrical Wiring, Bldg 505, FS  
 2. PURPOSE: Return excess funds based on estimated FY86 requirements.  
 3. FUNDS AUTHORIZED:
 

DFE-IAO-86-2074, 5Dec85, POD RA6266\$	\$2,220
THIS WITHDRAWAL	480
Total FY86 Funds	\$1,740
DFE-IAO-85-2309, Chg 1, 4Sep85, POD RA5736\$	24,000
TOTAL FUNDS AUTH TO DATE	\$25,740

 4. PROJECT APPROVAL: \$30,000  
  
  
 DESCRIPTION AND ADP WORKCODE: REQUIRE B505, RA57365202; RA62666202

7a. NAME AND TITLE OF ORDERING OFFICER T. TAM Chief, Office Engineering Section Construction-Operations Division	b. SIGNATURE 	c. DATE 5 Aug 86
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ORIGINATING FINANCE AND ACCOUNTING OFFICE APPROVAL

8a. ACCOUNTING CLASSIFICATION 2162020 82-1001 P200000-2572 S94619 US QWDN/2572 K2800	b. AMOUNT \$2,220.00
---	-------------------------

c. CHANGE  

INCREASE AMOUNT	DECREASE AMOUNT	REVISED AMOUNT
	\$480.00	\$1,740.00

9. Services to be performed pursuant to this order are properly chargeable to the appropriations or other accounts indicated above until \_\_\_\_\_ the expiration date of this order.  
(Day - Month - Year)

10a. TYPED NAME AND TITLE OF APPROVING OFFICER	b. SIGNATURE	c. DATE

ACCEPTING OFFICER

11. THE ABOVE TERMS AND CONDITIONS ARE SATISFACTORY AND ARE ACCEPTED.

a. TYPED NAME AND TITLE OF ACCEPTING OFFICER ROBERT J. CORACE Finance and Accounting Officer USAEDPO	b. SIGNATURE	c. DATE ACCEPTED

# ACCEPTANCE OF MIPR

1. (Requiring Activity Address) (Include ZIP Code) Defense Communications Agency Code 662 B240 Washington, D.C. 20305-2000			2. MIPR NUMBER HC1001-5-30381		3. AMENDMENT NO. 2																			
4. DATE (MIPR Signature Date)			5. AMOUNT (As Listed on the MIPR) (\$26,816.00) DECREASE																					
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)																								
a. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I) b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II) c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.																								
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.																								
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II																					
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c																			
	1 JOB  Reduce basic MIPR due to revised funding requirements for the project DCA (2) 250KW Generators.	\$650,000.00 Orig (190,794.00) Amdt 1 ( 26,816.00) Amdt 2 (This change) \$432,390.00 Total																						
POC: Monica Malia, Budget Br, POD, 438-1283/2500		Coord: <i>Monica Malia</i> HERBERT A. CARTER Chief, Budget Br, RMO USAEDPO																						
d. TOTAL ESTIMATED PRICE		(\$26,816.00) DECREASE		d. TOTAL ESTIMATED PRICE																				
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS \$432,390.00																					
12. FUNDS DATA (Check if Applicable)																								
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See Justification in Block 13)																								
b. <input checked="" type="checkbox"/> FUNDS IN THE AMOUNT OF \$ 26,816.00 ARE NOT REQUIRED AND MAY BE WITHDRAWN																								
13. REMARKS  POD Acceptance No: RA56105, C2 ADP Workcode: RA56105202																								
<div style="float: right; border: 1px solid black; padding: 5px; text-align: center;"> <b>100 BUDGET BRANCH</b>  <b>DISTRIBUTION</b>  <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">TO:</td> <td style="border: 1px solid black; padding: 2px;">CY</td> <td style="border: 1px solid black; padding: 2px;">FORM</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">ENGRG</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">CONST/OPS</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">BUDGET BR</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">CBAO</td> <td style="border: 1px solid black; padding: 2px;">ORIG 5</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">BCA</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> </table> </div>							TO:	CY	FORM	ENGRG	2		CONST/OPS	2		BUDGET BR	1		CBAO	ORIG 5		BCA	2	
TO:	CY	FORM																						
ENGRG	2																							
CONST/OPS	2																							
BUDGET BR	1																							
CBAO	ORIG 5																							
BCA	2																							
An Amendment to DD Fm 448 is not required.																								
14. ACCEPTING ACTIVITY (Complete Address) USA ENGINEERING DIVISION, PACIFIC OCEAN FINANCE & ACCOUNTING OPERATIONS CEN, RMO FORT SHAFTER, HAWAII 96858-5440			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL ROBERT J. CORACE, C. F&A Op Cen, RMO																					
16. SIGNATURE <i>Upasena</i>			17. DATE 18 Mar 80																					



DEPARTMENT OF THE ARMY  
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS  
FT. SHAFTER, HAWAII 96858-5440

REPLY TO  
ATTENTION OF

PODRM-FM

SUBJECT: Notice of Final Billing, Order No. \_\_\_\_\_

Acceptance No. \_\_\_\_\_

1. Bill No. \_\_\_\_\_ in the amount of \_\_\_\_\_, against subject order, has been determined to be a final.

2. Status of billings to date: \_\_\_\_\_ All bills paid

\_\_\_\_\_ Bills outstanding

<u>Bill No.</u>	<u>Date</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____

3. Status of subject order:

Funds Authorized \_\_\_\_\_

Final Costs \_\_\_\_\_

Excess Funds \_\_\_\_\_

4. Request payment of any outstanding bills so that the order can be closed. Based on the final bill, excess funds are considered automatically withdrawn and an amendment to the order is not required.

ROBERT J. CORACE  
Finance and Accounting Officer

SPECIAL INSTRUCTIONS FOR PROJECT ORDERS

1. For a reimbursable order to qualify as a valid project order, it must meet all of the following criteria:

- a. The work to be done must be clear and specifically defined.
- b. The performing agency must be able to commence work within 90 days of acceptance of the order.
- c. An estimated completion date should be established.
- d. The basic work (end product or objective) must be accomplished by in-house element which is organized with personnel and equipment for the task involved.
- e. The amount of funds available should be clearly stated.

2. A project order is substantially a contract between two Federal Government agencies and as such all of the above criteria should be clearly stated in the order. A project order will not be accepted until a determination is made as to when, how, and who will perform the required work or services. The determination will be in the form of a written memorandum signed by the Commander or his designee and attached to the official acceptance copy. If the order does not clearly define the work to be done or the prospective performing agency cannot perform under the factors involved, it will not be accepted as a project order.